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TO: Chief, Technical Review & Policy Staff, LO

DATE: 27 January 1955

FROM

Chief, Administrative Staff, LO

SUBJECT:

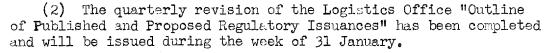
Weekly Activity Report

## 1. GENERAL

a. Agency Regulations (continued item)

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(1) Logistics Office concurrence regarding proposed Agency was forwarded to the Regulations Control Staff.



b. <u>Logistics Office Notices and Instructions</u> (continued item)
No change.

### 2. PROJECTS AND STUDIES IN PROCESS

a. <u>Logistics Support Course</u> (continued item)

No change.

b. Records Survey (continued item)

No change.

c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

The Chief, Rudget and Fiscal Branch, AS, met with of the Technical Accounting Staff, Comptroller's Office, on 21 January and discussed in considerable detail the proposed handbook covering the control of this unvouchered funds allotment. The memorandum to the Comptroller will be prepared this week concurring in the proposed procedure.

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## Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010004-1

Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item)

Submission of the staff study concerning initial distribution is still being held up pending concurrences from the Office of Collection and Dissemination.

e. Management Survey, Mail & Courier Branch (continued item)

The staff study requesting an increase in the personnel and ceiling of the Mail and Courier Branch was returned to the Logistics Office by the DD/A's Office for additional information and concurrences. Management Staff, who is responsible for obtaining concurrences of Agency components concerned with T/O changes, did not effect the necessary coordination prior to submission to the DD/A.

- 3. OTHER ITEMS OF INTEREST
  - a. Personnel and Training (continued item)
    - (1) <u>Personnel Report</u> (continued item)

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(2) <u>Basic Orientation Course</u> (dontinued item)
No change.

(3) Logistics Supervisory Training Program (continued item)
No change.

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(4) Logistics Training Program (continued item)

(a) returnee from the FE area, is beginning an orientation program in headquarters Logistics perations this week.

(b) Arrangements have been completed for EE, to receive specialized training in Printing and Reproduction facilities prior to his overseas assignment.

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(c) External training in "Fundamentals of Standardization" at the Department of Agriculture has been arranged and approved for a member of the Cataloging Staff, SD.

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- (d) At the request of the DD/A, a 14-week training program has been provided for This training will begin on 31 January 1955 and consist of:
  - 1. General orientation of Logistics Office
  - 2. Attendance at the Logistics Support Course
  - 3. Assignment to one or more Staffs or Divisions in an on-the-job training capacity.
- (5) Survey of Military Training Facilities (continued item)

Initial review of Armed Forces Training Catalogs has been completed and courses of possible interest to Logistics personnel are being categorized. This information will be disseminated and discussed at the next Training Coordinators Meeting.

- b. Request for Construction (continued item)
  No change.
- c. Establishment of Records on LO Returnees (new and completed)

Records have been established to supply information regarding LO returnees, and to reflect the number of field vacancies that will require replacements. This information is being compiled on a monthly basis and has been completed through March 1955.

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease over previous report

Fost Office Mail
Incoming 4,800 / 62
Outgoing 6,917 - 467

(2) Courier Activities

Scheduled Courier Trips 300
Special Courier Trips 106 - 8
Inter-Agency Mail by Courier
Incoming 1,729 - 36
Outgoing 2,885 / 315

Approved For Release 1999/ 12 PIA-RDP78-03991A000500010004-

# Approved For Release 1999/09/20 CIA-RDP78-03991A000500010004-1

e. Establishment of Imprest Fund to Provide for		
Allowances of Truck Drivers, Highway Branch, completed item)	ID (new and	25X1A
compressed remi		051/44
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of the Highway Branch, and	Budget	
and Fiscal Branch, met with	Finance	25X1A
Division, Comptroller's Office, and reached an unc	derstanding	
for a more expeditious method of handling advances	provided to	
truck drivers while in travel status. It was decr	ided that the	<b>√</b>
establishment of an imprest fund, with	as custodian	25X1A
would result in considerable economies in bookkeep	ning and time	
saved in comparison with the present method where	ov individual	
advances are made to each of the truck drivers.	The memorandum	
from the Chief of Logistics to Chief, Finance Div	ician	
Comptroller's Office, requesting the establishment	retori	-
fund under unvouchered funds was prepared	of the imprest	25X1A
in death form and add prepared		
in draft form and will be presented to the	Chief of	25X1A
Logistics for signature shortly.		

f. Conversion of CPC Positions to Wage Board or GS Grade (new and continued item)

Recent legislation, through the revision of Section 202 (7) of the Classification Act of 1949, provided for the abolishment of the Crafts, Protective, and Custodial Schedule (i.e. the CPC Schedule), thereby generating a need for LO to convert its CPC positions to an appropriate wage board or "GS" grade. During this report period action was initiated to convert LO messengers from the CPC Schedule (CPC-3) to the GS Schedule (GS-1). Still remaining to be converted are LO chauffeurs.

#### 4. SPECIAL PROBLEMS

None.

## 5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

Work has begun on the development of system and procedure, as well as files and records, designed to facilitate the administration of the LO Career Management Program.

b. Freight Elevator at Tempo Bldg. (continued item)

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No change.

